

General 4-1

General Counsel

28 December 1950

Personnel Director

Proposed revision of Administrative Instruction 20-33

1. Reference is made to the attached draft revising Administrative Instruction 20-33, Subject: Incentive Awards Program, which has been referred to this office for comment prior to its submission to the Deputy Director for Administration for approval. Although the substance of the proposed instruction had the previous concurrence of the Personnel Division, it is desired that your office make a determination as to whether authority to approve recommendations for awards may be delegated to the Personnel Director or must be exercised personally by the Director of Central Intelligence.

2. It is also noted that references to efficiency ratings on pages 8 and 9 of the draft should be changed to appropriate performance rating adjectives as required under the Performance Rating Act of 1950. Appropriate pencil notations have been made by this office.

3. Original routing by the Advisor for Management provided for review by the Comptroller prior to that of your office. In view of the question raised in paragraph 1 above, however, it is believed that your office should take prior action.

WILLIAM J. KELLY